

**GRANT PARISH FIRE PROTECTION DISTRICT FOUR  
GRANT PARISH POLICE JURY**

Compiled Financial Statements

For the Year Ended June 30, 2003

**TRANSMITTAL LETTER**

**ANNUAL FINANCIAL STATEMENTS**

June 30, 2003

September 26, 2003

Office of Legislative Auditor  
Attention: Ms. Suzanne Elliott  
1600 North Third Street  
Post Office Box 94397  
Baton Rouge, Louisiana 70804-9397

Dear Ms. Elliott:

In accordance with Louisiana Revised Statute 24:514, enclosed are the annual financial statements, for the Grant Parish Fire Protection District Four as of and for the year ended June 30, 2003. The report includes all funds under the control and oversight of the district. The accompanying financial statements have been prepared in accordance with generally accepted accounting principles.

Sincerely,

A handwritten signature in cursive script that reads "Leo Shelton".

Leo Shelton,  
President

**Affidavit and Revenue Certification**

**GRANT PARISH FIRE PROTECTION DISTRICT FOUR**

Georgetown, Louisiana

**ANNUAL SWORN FINANCIAL STATEMENTS AND  
CERTIFICATION OF REVENUES \$50,000 OR LESS**

The annual sworn financial statements are required by Louisiana Revised Statute 24:514 to be filed with the Legislative Auditor within 90 days after the close of the fiscal year. If applicable, the certification of revenues \$50,000 or less is required by Louisiana Revised Statute 24:513(I)(1)(c)(i). (The threshold is \$200,000 for Justices of the Peace and Constables.)

\*\*\*\*\*

Personally came and appeared before the undersigned authority, Leo Shelton, President, who, duly sworn, deposes and says that the financial statements herewith given present fairly the financial position of Grant Parish Fire Protection District Four, Georgetown, Louisiana as of June 30, 2003 and the results of operations for the year then ended, in accordance with the basis of accounting described within the accompanying financial statements.

In addition, Leo Shelton, President who, duly sworn, deposes and says that the Grant Parish Fire Protection District Four, Georgetown, Louisiana received \$50,000 or less in revenues and other sources for the fiscal year ending June 30, 2003, and accordingly, is not required to have an audit for the previously mentioned year.

  
Signature

Sworn to and subscribed before me this 25 day of September, 2003.

  
NOTARY PUBLIC

\*\*\*\*\*

Officer Name Leo Shelton

Title President

Address P.O. Box 182

Georgetown, Louisiana 71432

Telephone No. (318)827-5293

Fax No. \_\_\_\_\_

**GRANT PARISH FIRE PROTECTION DISTRICT FOUR  
GRANT PARISH POLICE JURY**

Compiled Financial Statements

For the Year Ended June 30, 2003

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**TOM MILHOAN**  
Certified Public Accountant

Member:  
American Institute of Certified Public Accountants  
Society of Louisiana Certified Public Accountants


109 North Eleventh Street  
Oakdale, Louisiana 71463  
(318)335-0495

**ACCOUNTANT'S COMPILATION REPORT**

The Board of Directors  
Grant Parish Fire Protection District Four  
Of Grant Parish  
Georgetown, Louisiana

I have compiled the accompanying balance sheet of the Grant Parish Fire Protection District Four, Grant Parish Police Jury as of June 30, 2003, and the related statement of revenues, expenditures, and changes in fund balance for the year then ended, and the accompanying supplementary information contained in the Schedule of Per Diem Paid to Directors, which is presented for supplementary analysis purposes, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements information that is the representation of management. I have not audited or reviewed the accompanying financial statements, and accordingly, do not express an opinion or any other form of assurance on them.



Tom Milhoan, CPA  
September 26, 2003

**GRANT PARISH FIRE PROTECTION DISTRICT FOUR**  
**GRANT PARISH POLICE JURY**

Combined Balance Sheet - All Fund Types and Account Groups  
June 30, 2003

<b>Assets</b>	<b>Governmental Fund Type General Fund</b>	<b>Account Group General Fixed Assets</b>	<b>Total (Memorandum Only)</b>
Cash	\$ 26,411	\$ -	\$ 26,411
Investments	52,691	-	52,691
Accounts Receivable	2,379	-	2,379
Furniture and Equipment	-	155,269	155,269
Building	<u>        </u>	<u>64,937</u>	<u>64,937</u>
<b>Total Assets</b>	<b><u>\$ 81,481</u></b>	<b><u>\$ 220,206</u></b>	<b><u>\$ 301,687</u></b>
<b>Liabilities and Fund Equity</b>			
Liabilities:			
Accounts Payable	135		135
Accrued Interest Payable	627		627
Note Payable - Bank	<u>15,000</u>	<u>-</u>	<u>15,000</u>
<b>Total Liabilities</b>	<b><u>15,762</u></b>	<b><u>-</u></b>	<b><u>15,762</u></b>
Fund Equity:			
Investment in General Fixed Assets	-	220,206	220,206
Fund Balance:			
Fund Balance Unreserved - Undesignated	<u>65,719</u>	<u>-</u>	<u>65,719</u>
<b>Total Fund Equity</b>	<b><u>65,719</u></b>	<b><u>220,206</u></b>	<b><u>285,925</u></b>
<b>Total Liabilities &amp; Fund Equity</b>	<b><u>\$ 81,481</u></b>	<b><u>\$220,206</u></b>	<b><u>\$ 301,687</u></b>

See accompanying notes and accountant's report.

**GRANT PARISH FIRE PROTECTION DISTRICT FOUR**  
**GRANT PARISH POLICED JURY**

Statement of Revenues, Expenditures, and Changes  
in Fund Balance - Governmental Fund Type

For the Year Ended June 30, 2003

	<u>General Fund</u>
<b>Revenues</b>	
Ad Valorem Taxes	\$ 12,466
Rural Community Fire Protection Program	3,713
Insurance Rebate	3,140
State Revenue Sharing	1,356
Interest Income	1,431
Other Income	<u>550</u>
 Total Revenues	 <u>22,656</u>
 <b>Expenditures</b>	
Insurance	3,080
Truck Fuel and Maintenance	2,626
Utilities	1,648
Interest Expense	672
Office Expense	280
Professional Fees	600
Other Expense	396
Fire Prevention	570
Land Lease	<u>125</u>
 Total Expenditures	 <u>9,997</u>
 Excess (Deficiency) of Revenues Over (Under) Expenditures	  12,659
 <b>Fund Balance at Beginning of Year</b>	 <u>53,060</u>
 <b>Fund Balance at End of Year</b>	 <u>\$ 65,719</u>

See accompanying notes and accountant's report.

**GRANT PARISH FIRE PROTECTION DISTRICT FOUR**  
**GRANT PARISH POLICE JURY**

Statement of Revenues, Expenditures, and Changes  
in Fund Balance - Budget (GAAP Basis) and Actual  
Governmental Fund Type

For the Year Ended June 30, 2003

	General Fund		
	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
<b>Revenues</b>			
Ad Valorem Taxes	\$ 10,000	\$ 12,466	\$ 2,466
Rural Community Fire Protection Program	4,000	3,713	(287)
State Revenue Sharing	1,200	1,356	156
Insurance Rebate	4,500	3,140	(1,360)
Interest Income	1,600	1,431	(169)
Other Income	<u>500</u>	<u>550</u>	<u>(50)</u>
Total Revenues	<u>21,200</u>	<u>22,656</u>	<u>1,456</u>
<b>Expenditures</b>			
Insurance	3,102	3,080	22
Utilities	1,650	1,648	2
Interest Expense	1,300	672	628
Office Expense	75	280	63
Other Expense	800	396	404
Equipment Expense	650		650
Truck Fuel and Maintenance	2,300	2,626	(326)
Fire Prevention	288	570	(282)
Professional Fees	600	600	-
Training	285		285
Land Lease	<u>125</u>	<u>125</u>	<u>-</u>
Total Expenditures	<u>11,175</u>	<u>9,997</u>	<u>1,178</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	10,025	12,659	2,634
<b>Fund Balance at Beginning of Year</b>	<u>53,060</u>	<u>53,060</u>	<u>-</u>
<b>Fund Balance at End of Year</b>	<u>\$ 63,085</u>	<u>\$ 65,719</u>	<u>\$ 2,634</u>

See accompanying notes and accountant's report.



**GRANT PARISH FIRE PROTECTION DISTRICT FOUR**  
**GRANT PARISH POLICE JURY**  
Notes to the Financial Statements  
June 30, 2003

**NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The Grant Parish Fire Protection District Four was created by the Grant Parish Police Jury. The District is governed by a board of five commissioners who are appointed by the Grant Parish Police Jury. The District provides fire protection for the citizens of District Four in Grant Parish, Louisiana.

The financial statements of the Grant Parish Fire Protection District Four have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the government's accounting policies are described below.

**1. Reporting Entity**

GASB Statement No. 14 established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. For financial reporting purposes, in conformance with GASB Statement No. 14, the Grant Parish Fire Protection District Four includes all funds, account groups, et cetera, that are within the oversight responsibility of the Grant Parish Fire Protection District Four.

As the governing authority, for reporting purposes, the Grant Parish Police Jury is the financial reporting entity. The financial reporting entity consists of (a) the primary government, (b) organizations for which the primary government is financially accountable, and (c) other organizations for which nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental Accounting Standards Board Statement No. 14 established criteria for determining which component units should be considered part of the Grant Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

1. Appointing a voting majority of an organization's governing body, and
  - a. The ability of the police jury to impose its will on that organization and/or
  - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the police jury.
2. Organizations for which the Grant Parish Police Jury does not appoint a voting majority but are fiscally dependent on the Grant Parish Police Jury.

(continued)

**GRANT PARISH FIRE PROTECTION DISTRICT FOUR**  
**GRANT PARISH POLICE JURY**  
Georgetown, Louisiana

Notes to the Financial Statements  
June 30, 2003

3. Organizations for which the reporting entity's financial statements could be misleading if data of the organization is not included because of the nature or significance of the relationship.

Based upon the application of these criteria, Grant Parish Fire Protection District Four is a component unit of the Grant Parish Police Jury's reporting entity.

**2. Fund Accounting**

The Grant Parish Fire Protection District Four uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. An account group, on the other hand, is a financial reporting device designed to provide the accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available resources.

The following funds and groups of accounts are used by the District:

**Governmental Funds:**

Funds of the District are classified as governmental funds. Governmental funds account for the District's general activities, including the collection and disbursement of specific or legally restricted monies and the acquisition or construction of general fixed assets. Governmental funds of the District include:

General Fund--the general operating fund of the District and accounts for all financial resources, except those required to be accounted for in another fund.

**Account Groups:**

General Fixed Assets Account Group - Fixed assets of governmental funds are recorded as expenditures at the time they are purchased or constructed and the related assets are capitalized (reported) in the general fixed assets account group. Public domain or infrastructures are not capitalized. No depreciation has been provided on general fixed assets. All fixed assets are valued at historical cost, including any interest subject to capitalization.

**3. Basis of Accounting**

The accounting and financial reporting treatment applied to a fund is determined by its measurable focus. All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

(continued)

**GRANT PARISH FIRE PROTECTION DISTRICT FOUR**  
**GRANT PARISH POLICE JURY**

Georgetown, Louisiana

Notes to the Financial Statements  
June 30, 2003

The modified accrual basis of accounting is used by all governmental fund types. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual, (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The government considers property taxes as available if they are collected within 60 days after year end. A one-year availability period is used for revenue recognition for all other governmental fund revenues. Expenditures are recorded when the related fund liability is incurred.

Those revenues susceptible to accrual are property taxes.

**4. Cash and Investments**

Cash includes amounts in demand deposits and time deposits with original maturities of 90 days or less. Under state law, the District may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principle offices in Louisiana.

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by Federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the Federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. At June 30, 2003, the District had \$26,411 in deposits (collected bank balances), all of which were secured from risk by Federal deposit insurance.

Investments consist of time deposits with original maturities of more than 90 and bear interest at the rate of three to four percent per annum. These deposits are also stated at cost and secured by Federal deposit insurance.

**5. Receivables**

Receivables consist of property taxes, State revenue sharing funds collected by the local sheriff within sixty days of the subsequent year as required by generally accepted accounting principles and accrued interest on certificates of deposit. All receivables are deemed collectible and therefore no provision is made for uncollectible accounts.

**6. Accounts Payable**

Consist of operating expenses incurred in the current accounting period and paid the subsequent period.

(continued)

**GRANT PARISH FIRE PROTECTION DISTRICT FOUR**  
**GRANT PARISH POLICE JURY**  
Georgetown, Louisiana

Notes to the Financial Statements  
June 30, 2003

**7. Note Payable and Accrued Interest**

The District pledged a certificate of deposit as collateral for loan to purchase a fire truck July 12, 2001. The loan is due July 12, 2003 in the amount of \$15,000 plus 4.49% interest. Accrued interest at June 30, 2003 amounted to \$627.

**8. Budget**

A general fund budget is adopted on the accrual basis. All annual appropriations lapse at fiscal year end.

On or before the last meeting of each year, the budget is prepared by function and activity, and includes information on the past year, current year estimates and requested appropriations for the next fiscal year.

The proposed budget is presented to the government's Board of Directors for review. The board holds a public hearing, and may add to, subtract from or change appropriations, but may not change the form of the budget. Any changes in the budget must be within the revenues and reserves estimated. Expenditures may not legally exceed budgeted appropriations at the activity level.

The final budget for the year ended June 30, 2003 included the original budget and one amendment.

**9. Total Columns on Statements**

Total columns on the financial statements are captioned "memorandum only" to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

**NOTE B - AD VALOREM TAXES**

Property tax millage rates are adopted in July for the calendar year in which the taxes are levied and recorded. All taxes are due and collectible when the assessment rolls are filed on or before November 15 of the current year, and become delinquent after December 31. Property taxes not paid by the end of February are subject to lien.

(continued)

**GRANT PARISH FIRE PROTECTION DISTRICT FOUR**  
**GRANT PARISH POLICE JURY**  
Georgetown, Louisiana

Notes to the Financial Statements  
June 30, 2003

**NOTE C - CHANGES IN GENERAL FIXED ASSETS**

A summary of changes in general fixed assets follows:

	6/30/02			6/30/03
	<u>Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u>
Furniture and Equipment	\$155,269	\$ -	\$ -	\$155,269
Buildings	<u>64,937</u>	<u>-</u>	<u>-</u>	<u>64,937</u>
	<u>\$220,206</u>	<u>\$ -</u>	<u>\$</u>	<u>\$220,206</u>

Assets with a cost of at least \$1,000 and have an estimated useful life of greater than one year are capitalized as fixed assets. All fixed assets are state at historical cost or estimated historical cost, if actual historical cost is not available.

**NOTE D - RISK MANAGEMENT**

The District is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District maintains commercial insurance coverage covering each of these risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to the District. Settle claims have not exceeded this commercial coverage in any of the past three fiscal years.

**NOTE E – LEASE**

The District entered into a land lease agreement on February 1, 1999 for \$125 per year. Termination of t lease will occur if the District becomes inactive for a period of one year.

Future minimum payments required under the lease are as follows:

2004	\$125
2005	\$125
2006	\$125
2007	\$125
2008	\$125

**NOTE F – RELATED PARTY TRANSACTIONS**

The District entered into a land lease agreement with A.C.Riggs on February 1, 1999. A.C. Riggs is the father of Bill Riggs who is an at large board member of the District. The lease is an open-end lease and will continue until the dismissal of the District. Lease expense totaled \$125 for the year end June 30, 2003.

(continued)

**GRANT PARISH FIRE PROTECTION DISTRICT FOUR**  
**GRANT PARISH POLICE JURY**  
Georgetown, Louisiana

Supplemental Information

For the Year ended June 30, 2003

Schedule of Per Diem Paid to Directors

	<u>2003</u>
Leo Shelton, President	\$-0-
Dewayne Ussery	-0-
Tommy Green	-0-
Teresa Grice	-0-
Bill Riggs	<u>-0-</u>
Total	<u>\$-0-</u>

The schedule of per diem paid to commissioners was prepared in compliance with House Concurrent Resolution No. 54 of the 1979 Session of the Louisiana Legislature. Louisiana Revised Statute 33:4564(B) provides that the board of commissioners receive a per diem of \$10 for each meeting they attend, but must not be paid for more than 12 meetings in each year. The members of the board elected not to receive a per diem for attending meetings during the year ended June 30, 2003.

**GRANT PARISH FIRE PROTECTION DISTRICT FOUR  
GRANT PARISH POLICE JURY**

**Schedule of Findings**

For the Year Ended June 30, 2003

<b>SECTION I – COMPILATION REPORT</b>	
N/A-No findings of this nature were reported	Response N/A
<b>SECTION II - MANAGEMENT LETTER</b>	
N/A-No findings of this nature were reported	Response N/A